

# MCTFSPRIUM 23JUN04

CHAPTER 11 RESERVE SPECIFIC INFORMATION.....	11-2
REFERENCES:.....	11-2
SECTION 1: RESERVE DRILL .....	11-3
110100. INTRODUCTION.....	11-3
110101. INACTIVE DUTY TRAINING (IDT).....	11-3
110102. PAID IDT REPORTING PROCEDURES (TTC 842).....	11-4
110103. NON-PAID IDT REPORTING PROCEDURES (TTC 844).....	11-6
110104. ABSENCE REPORTING (TTC 843).....	11-7
FIGURE 11-1--REASON OF IDT CODES.....	11-8
FIGURE 11-2--ABSENCE REASON CODES.....	11-10
TABLE 11-1--REPORTING PROCEDURES FOR IDT .....	11-11
TABLE 11-2--REPORTING PROCEDURES FOR NON-PAID IDT .....	11-13
SECTION 2: FUNERAL HONORS DUTY ALLOWANCE (FHDA) .....	11-16
110200. INTRODUCTION.....	11-16
110201. REPORTING OF FUNERAL HONORS DUTY ALLOWANCE(FHDA) (TTC 841).....	11-16
SECTION 3: ACTIVE DUTY FOR 30 DAYS OR LESS .....	11-17
110300. INTRODUCTION.....	11-17
110301. REPORTING PERIODS OF AD - WITH PAY (TTC 801/806).....	11-17
110302. REPORTING OF ACDUTRA (NON PAID)(TTC 806).....	11-19
TABLE 11-3--TYPE AD CODES - RESERVE .....	11-22
SECTION 4: MOBILIZATION .....	11-23
110400. INTRODUCTION.....	11-23
110401. ADJUST MOB FUTURE MCC DATE (TTC 215).....	11-23
110402. ADJUST MOB MCC (TTC 216).....	11-23
110403. MOBILIZATION MONITORED COMMAND CODE (MOBMCC) (TTC 217).....	11-23
110404. MOBILIZATION RECORDS PROCEDURES.....	11-25
110405. SMCR MOBILIZATION RECORD PROCEDURES (TTC 826).....	11-25
110406. SPECIAL MOBILIZATION ASSIGNMENTS FOR INDIVIDUAL MOBILIZATION AUGMENTEES (IMA) AND PREASSIGNED PERSONNEL (TTC 211).....	11-26
110407. IRR, STANDBY, AND RETIRED RESERVE MOBILIZATION RECORD PROCEDURES (TTC 826/211).....	11-26
110408. UD REPORTING OF MOBILIZATION STATUS (TTC 099/215/216).....	11-27
FIGURE 11-4--REVISED MOBILIZATION STATUS CODES.....	11-29
SECTION 5: RESERVE PAY ENTITLEMENT .....	11-30
110500. INTRODUCTION.....	11-30
110501. MUSTER DUTY ALLOWANCE FOR INDIVIDUAL READY RESERVE (IRR) MEMBERS (TTC 803) (MOBCOM ONLY).....	11-30
SECTION 6: NOTICE OF ELIGIBILITY (NOE) .....	11-31
110600. INTRODUCTION.....	11-31

## Chapter 11 RESERVE SPECIFIC INFORMATION

### REFERENCES:

1. Department of Defense Financial Management Regulation, Volume 7, Part A, (DoDFMR, Vol. 7A, Chapter 58). <http://www.dtic.mil/comptroller/fmr/>
2. DODInst 1215.19 Uniform Reserve Training and Retirement Category Administration (pertains to IRR Musters).
3. MCO P1001R.1, Marine Corps Reserve Administrative Management Manual (MCRAMM).
4. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN). (When codes are not listed in MCTFSCODESMAN, refer to Software Release Notices and PAA's.)
5. MCO 1770.2, Notice of Eligibility (NOE) Benefits for Members of the Marine Corps Reserve.
6. MCO 7220.50, Marine Corps Policy for Paying Reserve Marines.
7. Marine Corps Mobilization Management Plan (MPLAN).
8. DFAS-KC 7220.31-R, Defense Finance & Accounting Service Automated Pay System Manual (APSM) (<https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/>).

# MCTFSPRIUM 23JUN04

## SECTION 1: RESERVE DRILL

### 110100. INTRODUCTION

1. This section pertains to Reserve Drills. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
835 000 EXC DRILLS AUTH CFY_____	HQ RES	N	Y
835 001 EXC DRILLS AUTH PFY_____	HQ RES	N	Y
835 006 EXC AFTP AUTH CFY_____	HQ RES	N	Y
835 007 EXC AFTP AUTH PFY_____	HQ RES	N	Y
835 008 EXC ATP AUTH CFY_____	HQ RES	N	Y
835 009 EXC ATP AUTH PFY_____	HQ RES	N	Y
835 010 EXC RMP AUTH CFY_____	HQ RES	N	Y
835 011 EXC RMP AUTH PFY_____	HQ RES	N	Y
842 000 DRILL REG_____	HQ RES	N	Y
842 001 DRILL AFT_____	HQ RES	N	Y
842 003 DRILL EIO_____DRDT_____	HQ RES	N	Y
842 004 DRILL ATP_____	HQ RES	N	Y
842 005 DRILL RMP_____	HQ RES	N	Y
843 000 ABSENCE EXCUS_____	HQ RES	N	Y
843 001 ABSENCE UNEXC_____	HQ RES	N	Y
844 000 DUTY APPROP_____	HQ RES	N	Y
844 001 DUTY ASSOC_____	HQ RES	N	Y
844 002 DUTY MTU_____	HQ RES	N	Y
844 003 DUTY EIN_____DRDT_____	HQ RES	N	Y
844 004 DUTY EIN_____ABSDT_____	HQ RES	N	Y

3. Effective April 2004, the payment of Foreign Language Proficiency Pay (FLPP) will be automatically generated when a Reserve member's Defense Language Proficiency Test (DLPT) From and TO-DATE is resident in a member's Foreign language Proficiency (118 remark) when drills (TTC 842) are reported and processed.

4. If a reserve members DLPT scores have not been reported and are not resident when TTC 842 is reported and processed, the payment of FLPP for languages(s) by the DLPT(s) will have to be paid manually. Refer to the DFAS-KC 7220.31-R (MCTFS APSM), Chapter 15.

### 110101. INACTIVE DUTY TRAINING (IDT)

1. IDT is authorized training performed by members of the Ready Reserve not on AD, AT, or ADT, and performed in connection with the prescribed activities of the units of which they are members.

2. No more than two periods of IDT can be reported on an individual Marine per day.

3. Paid IDT consists of regularly scheduled unit training periods, Additional Training Periods (ATPs), Readiness Management Periods (RMPs), Additional Flight Training Periods (AFTPs), and Equivalent Duty Period Paid (EDP (EIO)).

4. Equivalent training (associate and appropriate duty), Equivalent Duty Period (Non-paid) (EDP (EIN)), and Mobilization Training Unit (MTU) duty are considered non-paid IDT. IDT also encompasses muster duty in the performance of the annual IRR screening program.

5. SMCR unit commanders must ensure that all IDT periods (both paid and non-paid) are

# MCTFSPRIUM 23JUN04

reported prior to transferring a Marine to the IRR. If the IDTs are not reported or not successfully processed prior to transfer, the losing SMCR unit will notify the CG, **MOBCOM** of the IDT periods. Upon notification from the transferring RU, the CG **MOBCOM** will report any authorized IDT that has been performed, but not properly reported.

## 110102. PAID IDT REPORTING PROCEDURES (TTC 842)

1. Reservists will be paid for IDT actually attended, even if the IDT is subsequently declared unsatisfactory, as long as the Reservist was engaged in training for at least 4 hours of the scheduled IDT periods.
2. Reservists may not be paid for more than 48 regular IDT periods in any fiscal year without prior CMC (RA) approval. No more than two regularly scheduled IDT periods may be reported for any one-calendar day.
3. Training/pay category 'P' personnel may attend regularly scheduled IDT periods while awaiting assignment to IADT. They may not exceed 48 IDT periods while a training/pay category 'P'.
4. Paid IDT may be reported using either group or event entries. When using an event entry, an exclusive entry will be reported when an SMCR member is absent for one or both IDT periods (when two are scheduled) or when IDT periods are declared UNSAT. See paragraph 110104 for reporting absences.
5. Report regularly scheduled unit training periods and rescheduled IDT periods (RIDTs) as follows:

TTC 842 000

	_____	_____	_____	_____
	DRILL REG			
Date of IDT (YYYYMMDD)	_____	_____	_____	_____
Number of IDT periods, 1 or 2	_____	_____	_____	_____
Character of IDT code S (SAT) or U (UNSAT)	_____	_____	_____	_____
Reason of IDT code from Figure 11-1	_____	_____	_____	_____

**NOTE:** When the IDT character code is 'S', the reason code must be '00'

a. Regularly scheduled IDT periods may be reported by an EVENT entry. When an individual performs a regularly scheduled IDT that is declared unsatisfactory, the entry will be an exclusion to the EVENT entry.

b. Individual or group entries will be used for this IDT when the RU conducts regularly scheduled IDT for portions of the RU on separate IDT dates.

6. A complete definition of ATPs, RMPs, AFTPs, and EIOs, including limitations and rules for their use, can be found in MCO P1001R.1. A combination of ATPs and RMPs shall **not** exceed 54 in a fiscal year.

a. ATPs are performed by SMCR members to accomplish additional required training as defined by a Unit's wartime mission or a member's CO/OIC/OpSponsor. Limited to 30 per fiscal year. Report ATPs as follows:

TTC 842 004

	_____	_____	_____	_____
	DRILL ATP			
Date of IDT (YYYYMMDD)	_____	_____	_____	_____
Number of IDT periods, 1 or 2	_____	_____	_____	_____

11-4

# MCTFSPRIUM 23JUN04

Character of IDT code  
S (SAT) or U (UNSAT) \_\_\_\_\_

Reason of IDT code from Figure 11-1 \_\_\_\_\_

b. RMPs are performed by SMCR members to support the ongoing day-to-day operation of the unit/OpSponsor. Limited to 30 per fiscal year. Report RMPs as follows:

TTC 842 005                      \_\_\_\_\_ DRILL RMP \_\_\_\_\_

Date of IDT (YYYYMMDD)                      ↑                      ↑                      ↑                      ↑

Number of IDT periods, 1 only                      \_\_\_\_\_

Character of IDT code  
S (SAT) or U (UNSAT)                      \_\_\_\_\_

Reason of IDT code from Figure 11-1                      \_\_\_\_\_

c. AFTPs are authorized for SMCR aircrew members for conducting aircrew training and combat crew qualifications training. AFTPs will be used to attain and maintain aircrew flying proficiency and sustain mobilization readiness. Limited to 48 per fiscal year. Report AFTPs as follows:

TTC 842 001                      \_\_\_\_\_ DRILL AFT \_\_\_\_\_

Date of IDT (YYYYMMDD)                      ↑                      ↑                      ↑                      ↑

Number of IDT periods, 1 or 2                      \_\_\_\_\_

Character of IDT code  
S (SAT) or U (UNSAT)                      \_\_\_\_\_

Reason of IDT code from Table 11-1                      \_\_\_\_\_

d. EIOs are performed to resolve regular IDT periods for which ENLISTED members have received excused or unexcused absences. Limited to 4 per fiscal year. Report EIOs as follows:

TTC 842 003                      \_\_\_\_\_ DRILL EIO \_\_\_\_\_                      \_\_\_\_\_ DRDT \_\_\_\_\_

Date of IDT (YYYYMMDD)                      ↑                      ↑                      ↑                      ↑

Number of IDT periods, 1 or 2                      \_\_\_\_\_

Character of IDT code  
S (SAT) or U (UNSAT)                      \_\_\_\_\_

Reason of IDT code from Figure 11-1                      \_\_\_\_\_

8-byte ED (YYYYMMDD) of the regular IDT missed                      \_\_\_\_\_

7. Excess IDTs. When circumstances arise, requests for approval to exceed the limits of the IDT periods may be authorized, provided approval is received from the CMC (RA). CMC (RA) will report the authority, and the RU will receive the authority via their DFR.

# MCTFSPRIUM 23JUN04

a. The CMC (RA) will report authority for excess IDTs for current fiscal year (CFY) or prior fiscal year (PFY) as follows:

TTC 835 000                    EXC DRILLS AUTH CFY\_\_\_\_\_|

TTC 835 001                    EXC DRILLS AUTH PFY\_\_\_\_\_|

Authorized excess regularly scheduled  
unit training periods/EIOs  
(between 49 and 60)\_\_\_\_\_

TTC 835 008                    EXC ATP AUTH CFY\_\_\_\_\_|

TTC 835 009                    EXC ATP AUTH PFY\_\_\_\_\_|

Authorized excess ATPs  
(between 13 and 42)\_\_\_\_\_

TTC 835 010                    EXC RMP AUTH CFY\_\_\_\_\_|

TTC 835 011                    EXC RMP AUTH PFY\_\_\_\_\_|

Authorized excess RMPs  
(between 25 and 54)\_\_\_\_\_

b. Authorization for excess AFTPs may be reported by either the CMC (RA) or the CG, 4thMAW. A maximum of 72 AFTPs may be authorized per fiscal year. The CO may not report more than 48 AFTPs for a Marine until they are notified by an advisory message on the DFR that excess AFTPs have been authorized. The CMC (RA) and the CG, 4thMAW will report authorization for excess AFTPs as follows:

TTC 835 006                    EXC AFTP AUTH CFY\_\_\_\_\_|

TTC 835 007                    EXC AFTP AUTH PFY\_\_\_\_\_|

Authorized AFTPs between 49 and 72 \_\_\_\_\_

110103. NON-PAID IDT REPORTING PROCEDURES (TTC 844)

1. Non-paid IDT is a period of IDT in which a reservist receives retirement credit, but no payment is authorized.

2. A complete definition of Appropriate Duty, Associate Duty, EINs, and MTU Duty, to include limitations and rules for their use, can be found in MCO P1001R.

3. Report Appropriate Duty, Associate Duty, and MTU Duty as follows:

TTC 844 000                    \_\_\_\_\_DUTY APPROP\_\_\_\_\_|

TTC 844 001                    \_\_\_\_\_DUTY ASSOC \_\_\_\_\_|

TTC 844 002                    \_\_\_\_\_DUTY MTU \_\_\_\_\_|

Date of IDT (YYYYMMDD) \_\_\_\_\_

Number of IDT periods, 1 or 2 \_\_\_\_\_

Character of IDT code  
S (SAT) or U (UNSAT) \_\_\_\_\_

Reason of IDT code from Table 11-1 \_\_\_\_\_

# MCTFSPRIUM 23JUN04

4. EINS are performed when an IDT has been missed and no pay is authorized, including resolving regular IDT periods for which members have received pay but no retirement credit due to unsatisfactory performance. Report EINS as follows:

a. To resolve a drill that was not performed, report:

TTC 844 003                      \_\_\_\_\_ DUTY EIN \_\_\_\_\_ DRDT \_\_\_\_\_

Date of IDT (YYYYMMDD)                      ↑                      ↑                      ↑                      ↑

Number of IDT periods, 1 or 2                      \_\_\_\_\_ ↑                      ↑                      ↑                      ↑

Character of IDT code  
S (SAT) or U (UNSAT)                      \_\_\_\_\_ ↑                      ↑                      ↑                      ↑

Reason of IDT code from Figure 11-1                      \_\_\_\_\_ ↑                      ↑                      ↑                      ↑

Date of IDT being resolved (YYYYMMDD)                      \_\_\_\_\_ ↑                      ↑                      ↑                      ↑

b. To resolve any ABSENCE, report:

TTC 844 004                      \_\_\_\_\_ DUTY EIN \_\_\_\_\_ ABSDT \_\_\_\_\_

Date of IDT (YYYYMMDD)                      ↑                      ↑                      ↑                      ↑

Number of IDT periods, 1 or 2                      \_\_\_\_\_ ↑                      ↑                      ↑                      ↑

Character of IDT code  
(SAT) or U (UNSAT)                      \_\_\_\_\_ ↑                      ↑                      ↑                      ↑

Reason of IDT code from Figure 11-1                      \_\_\_\_\_ ↑                      ↑                      ↑                      ↑

Date of ABSENCE being resolved (YYYYMMDD)                      \_\_\_\_\_ ↑                      ↑                      ↑                      ↑

## 110104. ABSENCE REPORTING (TTC 843)

1. All absences from IDT/RIDT, whether declared excused or unexcused, will be reported on the UD. Report as follows:

TTC 843 000                      \_\_\_\_\_ ABSENCE EXCUSED \_\_\_\_\_

TTC 843 001                      \_\_\_\_\_ ABSENCE UNEXCUSED \_\_\_\_\_

Date of IDT missed (YYYYMMDD)                      ↑                      ↑                      ↑

Number of IDT periods missed, 1 or 2                      \_\_\_\_\_ ↑                      ↑                      ↑

Absence reason code from Table 11-2                      \_\_\_\_\_ ↑                      ↑                      ↑

**NOTE:** The counter will display the number of unexcused absences from drills that an SMCR Marine accumulates during the past 12 months. See Chapter 10.

# MCTFSPRIUM 23JUN04

## REASON OF IDT CODES

CODE	REASON
00	Satisfactory IDT - No reason
01	Tardiness
02	Leaving IDT without authority
03	Failure to meet minimum performance standards

FIGURE 11-1--REASON OF IDT CODES



# MCTFSPRIUM 23JUN04

## ABSENCE REASON CODES

CODE	REASON
00	Unexcused absence - no reason required
11	Excused absence - death in family
12	Excused absence - family death imminent
13	Excused absence - family illness
14	Excused absence - Reservist illness or NPQ/TNPQ
15	Excused absence - emergency hardship
16	Excused absence - auto accident/breakdown
18	Excused absence - inclement weather/distance
19	Excused absence - graduation
20	Excused absence - marriage/honeymoon
21	Excused absence - other (include history statement to explain)
22	Excused absence - RIDT/AD/ADT (include history statement of the RIDT/AD/ADT dates)

**NOTE:** When reporting absence code '22', RU's **must** report a HIST: statement of the RIDT/AD/ADT dates.

FIGURE 11-2--ABSENCE REASON CODES

TJHPR04		**** RESERVE DATA ****	10/31/2001
TUR70B			08:39:05
SSN: 0123456789	NAME: KOWALSKI, ANNE E		
RUC: 88811	COMPANY CODE:	PRES-GRADE: O3	RECSTAT: E COMP CODE:
	PLT CODE: BSTF	TRNGRP: I	R-RECSTAT: 0 RCOMP-CODE: KE
		MAND REMOVAL DATE:	00000000
		ANNIV DATE:	00000000
PRES GRD: O3 DOR: 19960801 ED: 19960801		TOTAL RET POINTS:	02224
RES UNIT JD DATE: 20010818		TOT QUAL SERVICE:	06-00-00
JOINED SMCR: 19990520		TOTAL SAT YEARS:	06
JOINED UNIT: 20010818		TWENTY YR FLAG:	
CURR ACDU BEGAN: 19920527		TWENTY YR FLAG ED:	00000000
DATE OF ENL/ACC: 19920527		DATE 1ST ELIG RET:	00000000
UNEXCUSED 12 MTH COUNTER: 00		CRCR CERT DATE:	199908
SPOUSE DOB: 19710728		RCSBP DATE:	00000000
		RCSBP OPTION:	
		RCSBP TYPE CVG:	
YOUNGEST CHILD DOB: 00000000		RCSBP LEVEL:	
PRIOR ANNIV RETMNT PT CORR FLG:		RCSBP AMT CVG:	0000
REG DRILL AUTH FISCAL YR:			
	IDT ATTEND POINTS	TOT CAREER	FIS YR TOT SAT
ANN YR ANN PRYR FISC YR FIS PRYR		RET POINTS	RETCMP YEAR
EIOD: 00 00 00 00		02224	2001 06
REG : 00 00 00 00			
RMP : 00 00 00 00		CRCR CERT	LES TOT RET TOT QUAL
AFTP: 00 00 00 00		DATE	PTS AYTD SERV
ATP : 00 00 00 00		199908	015 06-00-00
**** EXCESS ****			
DRILL CURR YR : 00	MBR PTS EARNED		ACCUM EOMOD
AFTP CURR FY : 00	CURR MO: 23		ACDU DAYS: 02166
RMP CURR FY : 00			
ATP CURR FY : 00	ANNV DATE: 00000000		ANNIV CHG FLG:
DRILL PRIOR FY : 00			
AFTP PRIOR FY : 00		MTU ASC APP EIN CORR OTHER	
RMP PRIOR FY : 00	OTHER CURR ANNV : 00 00 00 00 000 00		
ATP PRIOR FY : 00	OTHER PRIOR ANNV: 00 00 00 00 000 00		

*** S980 ***								
SEQ	TYP				INAC	ACDU	ANN PTS	SAT
CDE	CDE	CRUC	FROM	TO	QUAN	QUAN	QUANT	CDE
00010	C	88811	20010527	20010817	03	000	003	N
00009	P	88803	20000527	20010526	15	000	015	N
00008	H	88803	19990527	20000526	24	000	024	N
00007	H	88803	19980527	19990526	15	000	015	N
00006	H	88803	19970527	19980526	01	340	341	Y
00005	H	88803	19960527	19970526	00	365	365	Y
00004	H	88803	19950527	19960526	00	366	366	Y
00003	H	88803	19940527	19950526	00	365	365	Y
00002	H	88803	19930527	19940526	00	365	365	Y
00001	H	88803	19920527	19930526	00	365	365	Y

FIGURE 11-3--RT04/S980 SCREEN

TABLE 11-1--REPORTING PROCEDURES FOR IDT (NOTE 1)					
R U L E	A	B	C	D	E
	When	and	and	and	and
1	an SMCR RU performs IDT periods as a RU	the type of IDT is regular	The character of IDT is satisfactory	the reason code will be 00	the RU will report the IDT by event/group or individual entry ( <b>NOTES 2</b> and 3)
2	an SMCR RU performs IDT periods as a wing or a section				the RU will report the IDT as an individual or group entry
3	an SMCR member performs IDT individually				the RU will report the IDT as an individual
4	an SMCR member performs IDT periods with the RU	the type of IDT is regular	The character of IDT is unsatisfactory	the reason code will be 01, 02 or 03	the RU will report the IDT by exclusive entry
5	an SMCR member performs IDT periods with a section				the RU will report the IDT as an individual entry
6	an SMCR member performs IDT periods individually				

**NOTE 1:** The CO must ensure that all IDT periods are reported prior to transferring a Marine to the IRR. Upon notification from the transferring RU, the CG MOBCOM will report any authorized IDT that has been performed when the RU fails to do so prior to transfer. In those instances where the subject entries were not reported or successfully processed prior to transfer notify the CG MOBCOM (PMD-1C) via message to report the IDT.

## MCTFSPRIUM 23JUN04

**NOTE 2:** When IDT is performed on different dates and is reported by event entries on the same UD, a separate entry is reported for each IDT date. Always use action dates to show when each IDT period was performed.

**NOTE 3:** An exclusive entry to an event entry will occur when an SMCR member is absent for one or both IDT periods (when two IDT periods are performed) or receives an UNSAT. See paragraph 110104 for reporting absences. Use an absence reason code '22', for members not scheduled to perform IDT or to exclude members from IDT who have been reported as transferred or dropped on a previous UD, if the transaction has not appeared in the TRF. Report an DOA for each exclusive entry. When an event is used to report two IDT periods, the exclusions for that event must account for both IDT periods (i.e., one IDT and one absence or two absences).

TABLE 11-2--REPORTING PROCEDURES FOR NON-PAID IDT  
(NOTE 1)

R U L E	A	B	C	D	E
	When	and	and	then	and
1	An SMCR member performs a non-paid IDT with an SMCR RU	the type of IDT is appropriate duty or an EIN	the IDT is completed	the IDT character and reason code will be "Satisfactory-No Reason" (Code 'S00')	the SMCR RU will report the IDT by UD entry. (NOTE 2)
2	An IRR or a member of the ASL Standby Reserve performs a non-paid IDT	the type of IDT is appropriate or associate duty			MOBCOM will report the non-paid IDT after receiving the muster sheet prepared by the reservist and certified by the SMCR RU upon completion of the IDT ( <b>NOTE 3</b> )
3	A member of an MTU performs a non-paid IDT with an MTU	the type of IDT is MTU			MOBCOM will report the MTU IDT after receiving the appropriate documentation from the MTU of which the reservist is a member
4	An SMCR member is attached to an SMCR RUC for the purpose of performing non-paid IDT	the type of IDT is appropriate duty or an EIN	the IDT is not completed	the RU to which the reservist is attached will terminate the orders	the RU to which the reservist is attached will report the non-paid IDT as unsatisfactory with appropriate statement listed in par 110103 as an exclusion to the event entry.

TABLE 11-2. --CONTINUED--REPORTING PROCEDURES FOR NON-PAID IDT  
(NOTE 1)

R U L E	A	B	C	D	E
	When	and	and	then	and
1	An SMCR member performs a non-paid IDT with an SMCR RU	the type of IDT is appropriate duty or an EIN	the IDT is completed	the IDT character and reason code will be "Satisfactory-No Reason" (Code 'S00')	the SMCR RU will report the IDT by UD entry. (NOTE 2)
2	An IRR or a member of the ASL Standby Reserve performs a non-paid IDT	the type of IDT is appropriate or associate duty			MOBCOM will report the non-paid IDT after receiving the muster sheet prepared by the reservist and certified by the SMCR RU upon completion of the IDT ( <b>NOTE 3</b> )
3	A member of an MTU performs a non-paid IDT with an MTU	the type of IDT is MTU			MOBCOM will report the MTU IDT after receiving the appropriate documentation from the MTU of which the reservist is a member
4	An SMCR member is attached to an SMCR RUC for the purpose of performing non-paid IDT	the type of IDT is appropriate duty or an EIN	the IDT is not completed	the RU to which the reservist is attached will terminate the orders	the RU to which the reservist is attached will report the non-paid IDT as unsatisfactory with appropriate statement listed in par 110103 as an exclusion to the event entry.

TABLE 11-2.--CONTINUED--REPORTING PROCEDURES FOR NON-PAID IDT (NOTE 1)					
R U L E	A	B	C	D	E
	When	and	and	then	and
5	an IRR or a member of the ASL, Standby Reserve performs a non-paid IDT	the type of duty is appropriate or associate duty		terminate the orders	MOBCOM will report the unsat performance of duty per par 110103.
6	a member of an MTU performs a non-paid IDT with an MTU	the type of IDT is MTU	the IDT is not completed	terminate the orders	MOBCOM will report the unsat performance if IDT per par 110103.

**NOTE 1:** The Unit Commander must ensure that all IDT periods are reported prior to transferring a Marine to the IRR. Upon notification from the transferring RU, the CG MOBCOM will report any authorized IDT that has been performed when the RU fails to do so prior to transfer. In those instances where the subject entries were not reported or successfully processed prior to transfer notify the CG MOBCOM (RSC-1) via message to report IDT periods.

**NOTE 2:** When an SMCR RU is conducting regularly scheduled IDT periods at the time of the reservist's attachment, the SMCR RU will report the non-paid IDT as an exclusion to the event entry or a regular IDT.

**NOTE 3:** The SMCR RU for documentation purposes will type the UD number on which the number of credits were reported and the attached RUC on the muster sheet.

## MCTFSPRIUM 23JUN04

## SECTION 2: FUNERAL HONORS DUTY ALLOWANCE (FHDA)

## 110200. INTRODUCTION

1. This section contains information applicable to Funeral Honors Duty Allowance (FHDA). Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
841 000 FUNERAL HONORS DUTY	HQ RES	N	Y

## 110201. REPORTING OF FUNERAL HONORS DUTY ALLOWANCE(FHDA) (TTC 841)

1. Effective January 1, 2000, FHDA is authorized to members of the Selected Reserve (SMCR and IMA), and Individual Ready Reserve (IRR), or at the discretion of the Secretary concerned, for members of the Retired Reserve without pay. Members are entitled to \$50.00 for a minimum of two hours inactive duty in support of funerals to honor deceased veterans. This allowance entitles the reservist to certain reimbursable travel expenses, a single inactive duty service credit point, and, for FHDA performed on or after 1 October 2000, authorizes members to be paid the amount of one drill or \$50.00 , whichever is greater, (refer to the DFAS Supplement, RPAAN 41-00 and MARADMIN 016/01.) and is subject to Federal and State Tax Withholding. A maximum of one FHDA is authorized and paid each calendar day, and one reserve retirement credit point is earned for FHD. FHDs may be performed in conjunction with any IDT period. Report as follows:

TTC 841 000 \_\_\_\_\_ FUNERAL HONORS DUTY  
8-byte DOA (YYYYMMDD) \_\_\_\_\_ ↑

2. For payment of FHDA when Active Duty Special Work (ADSW) orders are issued, report TTC 801 000 COMPL ACDUTRA (refer to Section 3 of this chapter for reporting TTC 801). To adjust FHD points within the anniversary year, report TTCs, 833 022 and 833 023. Additionally, TTCs 915 000 and 915 003 will allow FHDA points to be included in the Reserve Retirement Credit Report historical data. See Chapter 10, Section 1, for reporting instructions regarding these TTCs.



# MCTFSPRIUM 23JUN04

## SECTION 3: ACTIVE DUTY FOR 30 DAYS OR LESS

### 110300. INTRODUCTION

1. This Section pertains to Reserve Active Duty, with or without pay, for 30 days or less. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

AUTHORITY	ADD	ERR	REPORTING	DEL/	DEL/
801 000	COMPL	ACDUTRA	_____	TO	_____
		TYPE	_____	FLAG	_____
806 000	ACDUTRA	_____	TO	_____	TYPE
		_____			_____

HQ RES	N	Y
RES	N	Y

### 110301. REPORTING PERIODS OF AD - WITH PAY (TTC 801/806)

1. The process by which a Reserve Member receives basic pay and the crediting of retirement points during a period of active duty is through the use of the In Progress Payment (IPP). IPPs will be generated for any type of paid active duty performed.

2. The IPP allows a Reserve member to receive payments directly in their bank account via Electronic Funds Transfer (EFT) when enrolled in the Direct Deposit Program also Dependant Dental Plan. Members not enrolled in the DD/EFT Program will not receive the IPP payment(s) in a timely manner. Payments will be processed during the reserve payroll process scheduled each Thursday. U. S. Treasury checks will be mailed to the home mailing address resident in the member's MMPA no later than the following Friday.

a. Commanders may grant a temporary DD/EFT enrollment waiver to allow sufficient time to resolve short-term problems. A copy of the waiver must be maintained by the unit and is subject to review by the MCAAT and CGI personnel. RU's must ensure a member's DD/EFT information contained in the MCTFS is correct.

b. Upon validating that the member is in fact executing the orders assigned, an IPP may be generated via UD by reporting the COMPL ACDUTRA statement.

3. The COMPL ACDUTRA statement will update the MCTFS record for computation of payment due for the period and the crediting of retirement points. Completed AD periods will be reported as follows:

TTC 801 000	COMPL ACDUTRA	_____	TO	_____	TYPE	_____	FLAG	_____
	8-byte (YYYYMMDD) inclusive dates							
	(NOTE 1)							
	2-byte type code							
	(NOTE 2)(Table 11-3)							
	1-byte flag							
	(C = Increment or F = Final)							

**NOTE 1:** Report a completed AD (of 1 day) with the same (FROM and TO) inclusive dates. The Date of Action must be greater than the TO date.

**NOTE 2:** The type code to be reported is contingent upon the applicable pay group charged in the appropriation data of the orders. No deviation of type code/pay group relationship is authorized.

**NOTE 3:** The 1-byte flag will identify the active duty increment(s) and the final increment for the active duty period reported. The flag will post to the MCTFS 982 Remark and be used

## MCTFSPRIUM 23JUN04

by the Reserve monthly cycle to generate an advisory message to the RUC when a "Final" active duty increment has not posted.

**NOTE 4:** When ADSW is used for FHD, reporting TTCs, 833 022 and 833 023 will adjust FHDA points within the anniversary year. Additionally, TTCs 915 000 and 915 003 will allow FHDA points to be included in the Reserve Retirement Credit Report historical data. See Chapter 10, Section 1, for reporting instructions regarding these TTCs.

5. Unit Commanders will outline local procedures that will establish the number of IPPs that will be submitted for any period of active duty.

a. SMCR unit commanders must report at least one IPP per active duty period of 12 to 30 days in length. More than one IPP may be reported for each active duty period. Unit Commanders shall establish local policies on the date IPP transactions will be reported in order to provide Marines with advance notice as to when they should expect to receive IPP EFT payments. The appropriate documentation must be available before reporting the UD statement (generally, this is the member's signed receiving endorsement ordering the member to active duty). The UD statement must be certified and transmitted to MISSO-17 before 1400 Central Standard Time. A separate UD statement must be reported for other entitlements such as BAH, BAS, etc., for each incremental period of active duty reported.

b. Upon completion of the active duty period, the member must submit their original orders with all endorsements and a completed travel claim to their SMCR so they can report a final COMPL ACDUTRA statement for the remaining days of the active duty period. A final COMPL ACDUTRA is not to be reported without a completed travel claim or termination endorsement (Marine lives within corporate city limits of duty station) as applicable.

6. The Mobilization Command (MOBCOM) will report all IPPs completed for IMA/IRR Marines when requested by the Operational Sponsor who will forward the request to the CG, MOBCOM (G-1/OPB).

a. The Operational Sponsor will complete the IPP request within the Reserve Order Writing System (ROWS).

b. Upon submission of such request, G-1/OPB will approve/disapprove the request and take further unit diary action in reporting the IPP. For additional information, Operational Sponsors can contact MOBCOM at toll free 1-800-255-5082, ext 3130.

7. The reporting unit must report entitlements/checkages when the final COMPL ACDUTRA is submitted. These entries must reflect the same dates submitted in each COMPL ACDUTRA submitted for a previous IPP.

a. Credit BAS/COMRATS (TTC 898). After the last incremental period of completion of Active Duty for Training (ACDUTRA), TTC 801 is reported. Reporting a CREDIT/CHECK pay entitlement for an Active Duty period. **EXAMPLE:** A member on active duty for the period 20000801 - 20000815 receives 2 incremental payment for the periods 20000801 -20000807 and 20000808 - 20000815. The reporting unit discovers later the member was entitled to BAS (COMRATS/RIKNA) for the period 20000802-20000814. MCTFS will systematically match the credit of COMRATS/RIKNA for the period 20000802-20000814 with the incremental periods of active duty that were previously reported for this period and credit the member BAS for the incremental periods (20000802-20000807-20000808-20000814). No longer are reporting units required to report a CREDIT/CHECK for each incremental period of active duty of 30 days or less that was previously reported. (Refer to MarAdmin 504/99, Implementation of IPP Process)

b. Once the last incremental period of completion of Active Duty for Training (ACDUTRA), TTC 801 is reported. If a credit/check entitlement was reported entirely or partially in error, each incremental period that was originally credited/checked must be corrected separately. **Example:** If a member on active duty for the period 20000731-20000813 was credited BAH without (W/O) dependents for the periods 20000731-20000806 and 20000807-20000813, however, the member was not entitled to BAH W/O dependents. A checkage for BAH W/O

# MCTFSPRIUM 23JUN04

dependents cannot be reported for the period 20000731-20000813. The below CREDIT/CHECK transactions must be reported incrementally for an Active Duty period are affected:

TTC 896 CREDIT BAH WITH/WITHOUT DEPNS (E4 OVER 4)  
TTC 125 CREDIT/CHECK HARDSHIP DUTY PAY  
TTC 127 CREDIT INCENTIVE PAY  
TTC 144 CREDIT DIVING DUTY PAY

**NOTE:** If a member is enlisted and in a "field duty", "group travel", or "EUM" status during a period of active duty and also entitled to BAS (other than partial). Checkages must be submitted in accordance with paragraph 80403.7h. If the member is an Officer, the FIELD RATIONS entry (TTC 375) only debits 25% of the discounted meal rate for the first and last date reported in the transaction. Field rations will be under collected for the last/first dates submitted under the IPP process.

8. Unit Commanders must account for those Members who have a garnishment action or tax levy against their pay. An IPP will not be automatically generated for Marines in these categories. If an IPP is required, the RU must request payment by Naval Message or NAVMC 11200 (Reserve Miscellaneous Military Pay Order) to DFAS-KC/FPR (Reserve Pay Branch). The request must include the UD number that reported the COMPL ACDUTRA as well as the number of days reported. DFAS-KC/FPR will manually prepare the payment for deposit to the member's bank account by DD/EFT. For those reserve members not enrolled in DD/EFT, payment will be mailed to the member's home address resident in MCTFS.

9. If a member performs exactly 30 consecutive days of active duty, an LSL statement (TTC 400 001) must be reported on the UD.

10. Should a member go into a UA or SICK status while performing a period of active duty, refer to Chapter 7, Section 2 for TO SICK and Section 3 for TO UA.

11. When a Reserve member is assigned to a period of AD and is then extended for a period of 31 days or more, the RU must ensure the COMPL ACDUTRA statement is reported for the initial period of AD **prior** to reporting the transfer to AD (per Chapter 6).

12. COMPL ACDUTRA transactions can be reported for members who are mobilized and have a record status of '7'. The IPPs/Completed periods of AD must be submitted prior to the ED the Marine is mobilized/involuntarily recalled.

## 110302. REPORTING OF ACDUTRA (NON PAID)(TTC 806)

1. All periods of AD will be reported. This paragraph covers those periods of AD for which pay or allowances was not authorized (non-paid AD) and is only used to report the status for which retirement points are earned.

2. Use the following statement to report all non-paid AD of 1 day or more:

TTC 806 000                      ACDUTRA\_\_\_\_\_TO\_\_\_\_\_TYPE\_\_\_\_\_|  
8-byte (YYYYMMDD)                      ↑                      ↑                      ↑  
inclusive dates)                      \_\_\_\_\_  
Appropriate AD code (from below)                      \_\_\_\_\_

**NOTE:** Action Date (if used) should be greater than or equal to TO Date

# MCTFSPRIUM 23JUN04

CODE	DESCRIPTION
A	SMCR, 48 IDT Status, 14 Days AT/ALTAT; Selective Service Conference
B	SMCR, 24 IDT Status, 14 Days AT
D	IRR, Non IDT Status, 14 Days ADT
E	IRR, Non IDT Status, 30 Days Mandatory ADT
F	6 Months IADT, Enlisted
H	Refresher and Proficiency Training
I	Professional Development Education (Career Development)
J	Enlisted Specialized Skill Training (Enlisted Qualification for Unit MOS)
K	Training Required by Re-equipment of Units or Mission Changes
L	CO/I-I Conference/District Policy Board/Repeated Training Duty
M	MTU Projects/Conferences
N	Pre-AT Conference
O	Involuntary ADT, 45 Days or Less
P	Reserve Officers Candidate Course/Reserve Officers Basic School/Specialized Skill Training (Technical Training)
R	VMR Support/Flight Ferry
S	Marksmanship
T	Interunit Maintenance Program
U	General Officer Tour
V	Short Tour - AD paid - terminated early (originally scheduled over 30 days)
W	Short Tour - Non-paid
X	Recruiter Aides/Training Assistants
Y	Involuntary Recall Under 10 U.S.C. 673B (Invol. Recall)
Z	Mobilization Under 10 U.S.C. 673 (Mobilization)

4. To delete a previously reported UD statement of assignment to AD, refer to Chapter 2 (DEL AS ERR).

5. The period reported must include authorized allowable travel time as defined in DoDFMR, 11-20

## MCTFSPRIUM 23JUN04

Vol. 7A, Part 1, chapter 2, section E.

6. Refer to MCO P7220.42 for instructions concerning payment of authorized allowances.

## MCTFSPRIUM 23JUN04

TABLE 11-3--TYPE AD CODES - RESERVE		
CODE	PAY GROUP	DESCRIPTION
A1	101/231	Training Pay Group A, Normally 15 Days AT (Includes mandatory participants)
A2	102/232	Training Pay Group B, Normally 12 Days ADT
A4	106/236	School Training: Refresher Training
A5	107/237	School Training: Professional Development Education
A6	238	School Training: Enlisted Specialized Skill Training
A7	110/240	School Training: Training for IRR Personnel
A8	109/239	School Training: Training Required by Requirement of Units or Mission Changes
A9	111/241	Boards and Conferences
B1	112/242	Special Training: Pre-AT Conference MTU Project Training
B2	113/243	Special Training: Pre-AT Conference
B3	114/244	Special Training: VMR Support/Flight Training
B4	115/245	Special Training: Marksmanship Training
B5	116/246	Special Training: Inter-unit Maintenance Program
B6	117	Special Training: General Officer ADSW only
B7	118/248	Special Training: Short Tours/Training Assistants TEMAC Funded by Reserve Appropriations
B8	249	Special Training: Recruiter Aides/TAD
B9	120/250	Special Training: Exercise Participation
C1	122/252	Administration and Support: Disability and Hospital Benefits
C2	105/265	Training Pay Groups A, B, E, and H. Mobilization Training, Reserve Counterpart, 13 Days ADT
C5	235	Training Pay Group F, IADT, (30 Days or Less)
D3	010/013	Active Duty, 30 Days or Less, Funded by Military Personnel, Marine Corps (MPMC), (See MCO 1001.55)
H1	101/231	Funeral Honors Duty: With ADSW orders
M1	105/265	Mobilization Training (MOBCOM Annual Screening)

## MCTFSPRIUM 23JUN04

## SECTION 4: MOBILIZATION

## 110400. INTRODUCTION

1. This Section pertains to Reserve Mobilization. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input and corrections indicator authority immediately following the statement.

		REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
099	000 MOB STAT ____	HQ REG RES	N	N
099	001 MOB STAT____MOBEDA_____	HQ REG RES	N	N
211	000 SPEC MOBASG MCC____T/O____L/N____FR____TO____	HQ RES	N	N
211	001 SPEC MOBASG DELETE	HQ RES	N	N
215	000 ADJ MOB FUTURE MCC REPORT DATE_____	HQ RES	N	N
*216	000 ADJ SIA MCC____	HQ RES	N	N
*216	001 ADJ CMD MCC____	HQ RES	N	N
217	000 MOB MCC_____	HQ REG RES	N	N
826	000 MOB SEL MCC____CMDMCC____EAS____MDAY____	RES	N	N
826	001 MOB MCC____TO MCC____EAS____MDAY____	RES	N	N

\* Not Used

## 110401. ADJUST MOB FUTURE MCC DATE (TTC 215)

To change the reporting date to the future MCC (date must be greater than/equal to current AD begin date), report as follows:

TTC 215 000                    ADJ MOB FUTURE MCC REPORT DATE\_\_\_\_\_

8-digit ED (YYYYMMDD) reporting date \_\_\_\_\_

110402. ADJUST MOB MCC (TTC 216).

This transaction will update either the Mobilization SIA MCC or the Present Monitored Command Code. Report as follows:

TTC 216 000                      ADJ SIA MCC\_\_\_\_\_

3-digit MCC\_\_\_\_\_

↑

TTC 216 000                  ADJ CMD MCC\_\_\_\_\_

3-digit MCC                                 ↑

110403. MOBILIZATION MONITORED COMMAND CODE (MOBMCC) (TTC 217)

1. MOBMCCs are used to identify the actual MCC a reservist is assigned to upon mobilization. MOBMCCs define units of the 4th MarDiv and 4th FSSG to the company level. The 4th MAW units are defined at the squadron/battalion level.

2. Some SMCR units have members joined to their RUCs who fill billets that have been site line distributed from units located in other cities. These site-lined billets are reflected on a Coded Unit Breakdown by Site (CUBS) Table of Organization (T/O). The unit must report the MOBMCC of the **parent command**, not the MOBMCC of the unit to which the reservist is joined. The statement below will be used when reporting MOBMCC assignments:

# MCTFSPRIUM 23JUN04

TTC 217 000 MOB MCC\_\_\_\_\_|

3-byte alphanumeric  
MMCC from MCO P1080.20



**NOTE:** This TTC may be reported by any RUC, including active duty RUCs, when the member's record is in a Reserve record status of '7'.

3. Upon successful processing of the following joins the MOBMCC appropriate to the Reserve RUC will post to the record:

020 048	JOIN RUC _____	MCC__DU
020 060	JOIN RUC _____	MCC__DU FR RELACDU IMA REQ __
020 080	JOIN RUC _____	MCC__IRR FR RELACDU ADT REQ 00
020 140	JOIN RUC _____	MCC__ASG TAD RESTR UNIT
020 142	JOIN RUC _____	MCC__DU FR IADT IDT REQ 48
020 143	JOIN RUC _____	MCC__DU FR TEMACDU IDT REQ 48
020 144	JOIN RUC _____	MCC__DU FR RET IDT REQ 48
020 145	JOIN RUC _____	MCC__DU FR RELACDU IDT REQ 48
020 147	JOIN RUC _____	MCC__DU FR IRR IDT REQ 48
020 155	JOIN RUC _____	MCC__DU FR IMA IDT REQ 48

4. If the unit is redesignated, the new MOBMCC, if applicable, will post to all records in the newly redesignated unit.

5. MOBMCC will automatically zero out when a member transfers between RUC's or is discharged (i.e., record status changes from '0' to '3', '4', or '9', or the training pay category group changes from 'A' (SMCR) to any other training pay category group.)

6. Mobilization Day (MDAY). The Mobilization process will pass MDAY to MCTFS and post to CURR-ADBD for SMCR members. Mobilization Station EDA will automatically default to MCTFS and post the CURR-ADBD. This will be the date the Marines AD pay will commence provided an initial join is reported.

a. No Estimated Date of Arrival (No EDA). A report listing individuals not selected due to no EDA will be generated advising the CG **MOBCOM** that an individual was not selected. The report will include the following:

- |   |                                     |
|---|-------------------------------------|
| (1) SSN - Social Security Number                    | (4) EDA - Estimated date of arrival |
| (2) LNAME - Last Name                               | (5) MDAY - Mobilization day         |
| (3) FUTURE MCC - Future mobilization monitored code |                                     |

b. Strength Category Codes. A report listing individuals not selected due to strength category codes of 'A', 'B', 'C', 'D', 'E' or 'H' will be generated advising the CG, **MOBCOM** and RU's that an individual was not selected due to their strength category code. The report will include the following:

- |   |                                     |
|---|-------------------------------------|
| (1) SSN - Social Security Number                    | (4) EDA - Estimated date of arrival |
| (2) LNAME - Last Name                               | (5) MDAY - Mobilization day         |
| (3) FUTURE MCC - Future mobilization monitored code |                                     |

c. No Longer a Member of the IRR/MTU/IMA. A report will be generated for the MISSA advising them that an individual is no longer a member of the IRR/MTU/IMA. This report will reflect all individuals who have been joined to the SMCR.



# MCTFSPRIUM 23JUN04

7. Advisory messages will be generated to the field units for individuals being mobilized whose current record status is '1', '2', or 'A'.

## 110404. MOBILIZATION RECORDS PROCEDURES

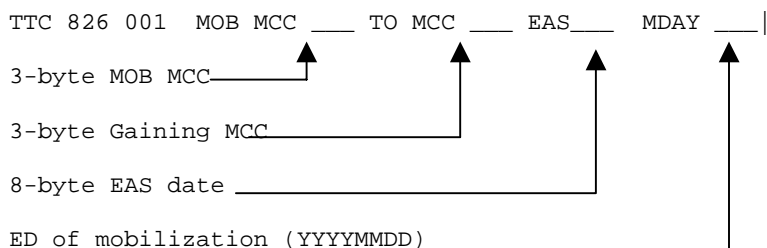
1. Instructions for the continuous screening of Reserve personnel prior to mobilization and for the subsequent management of Reserve personnel records are contained in MCO P1001R.1. Policies regarding the assignment of Reserve and Retired manpower, by statutory legislation, at selective, partial, or full mobilization are contained in the MPLAN. These policies govern Marine Corps mobilization personnel management actions, stop-loss actions, deferment/separation criteria, and naval personnel support, among other processes, and identify responsible agencies for their execution. This Section describes the automated data processes designed to provide streamlined timely pay.

## 110405. SMCR MOBILIZATION RECORD PROCEDURES (TTC 826)

1. **Transfer of Records.** When SMCR RU's mobilize as integral units or detachments, identified in MCTFS by the data element MOBMCC, the individual MCTFS records will be transferred and placed in an "AWAITING INITIAL JOIN" status. For records with a Strength Category Code equal to '8', '9', 'C', 'E', 'H', 'M', 'X', or 'Z', TTC 826 will fail. Strength Category Code in MCTFS needs to be updated prior to the transfer of records. For updating Strength Category Codes use the entry shown in Chapter 6, Section 6. It is crucial, however, for the SMCR RUs in peacetime to ensure the proper MOBMCC is placed in each member's record. MOBMCC is critical in determining shortfalls in manpower required by the force during a mobilization. For correction of the Marine's MOCMCC use the UD entry shown in paragraph 110403. Naval support personnel reporting to the mobilized unit will be joined to MCTFS per Chapter 3.

2. **Reporting After Mday to MCTFS.** The transfer entry will place the Reserve Record Status to '7' and the Active Record Status to 'H'. Once the records have been placed in "AWAITING INIT JOIN STATUS" they must be initial joined to their Station of Initial Assignment. In most cases, this will be the I&I Site Support Unit. Further reporting will be done by the Station of Initial Assignment. Only IDTs and COMPL ACDUTRA that occurred prior to the mobilization may be reported by the reserve unit.

3. **Reporting Individual Transactions for Partial Mobilization.** Under certain situations individual SMCR or IMA members may be called to involuntary AD separately and without their unit mobilizing. In these cases, the SMCR or IMA RU will run an individual MCTFS UD entry to transfer the member to AD as shown in the following action statement:



**NOTE 1:** The MOBMCC reported in the statement must match the MOBMCC in the MCTFS record.

**NOTE 2:** The new EAS date will be validated against the member's ECC. If the Reserve ECC is not past the EAS on the English statement, an advisory will be issued to the Command MCC. Additionally, TTC 826 validates against the member's Duty Limitation Flag. If the member to be mobilized has a duty limitation code from the below table, the transaction will fail:

### DUTY LIMITATION FLAGS THAT WILL CAUSE TTC 826 TO FAIL

B	INSUF ACT SERV	C	PHYS REM	D	MED NON-DEP
E	ADMIN NON-DEP	N	PREGNANCY	P	17 YEARS

# MCTFSPRIUM 23JUN04

R HAZ AREA RESTR

S RETN LD STAT

T PCE CRPS SERV

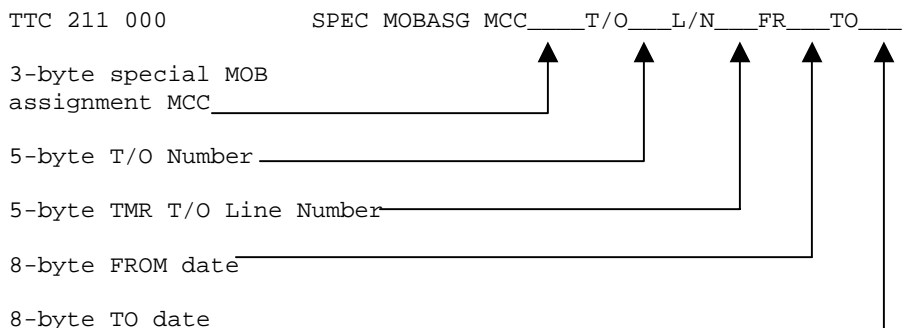
4. Deferment/Separation of the Mobilized SMCR Personnel in MCTFS. Continuous screening of the SMCR personnel ensures members of SMCR RU's are immediately available for mobilization. At mobilization, all mobilized member's records are passed to MCTFS. Should guidance be received from higher authority on deferment/separation criteria that pertains to any mobilized SMCR individual, then after determination by proper Marine Corps officials, deferment/separation individuals will be reported to MCTFS. (Refer to paragraph 60412 for the TRANSFER TO THE IRR FROM SMCR DUE TO MOBILIZATION ORDERS (TTC 880) entry). An exempted individual's automated pay and personnel record will be reactivated in MCTFS for subsequent management by the CG, **MOBCOM**. Prior to changes to MCTFS that will incorporate deferment/separation UD entries, the CMC (MP) will provide administrative guidance at mobilization for these entries.

5. Closing out the MCTFS Record. Mobilized SMCR personnel and pay records in MCTFS will remain open to allow the SMCR RU to complete MCTFS transactions for payment of IDT or AD periods completed prior to mobilization.

110406. SPECIAL MOBILIZATION ASSIGNMENTS FOR INDIVIDUAL MOBILIZATION AUGMENTEES (IMA) AND PREASSIGNED PERSONNEL (TTC 211)

1. Upon mobilization, IMA and preassigned personnel and pay records in MCTFS will be converted and automatically transferred to an AD status. In MCTFS, IMA records will be carried in a DUE IN status to the preassigned gaining command.

a. A reservist who has a special mobilization assignment will have the record flagged for exemption from the mobilization selection process. The preassignment codes are based on determinations made by the CMC (MPP), or the CG **MOBCOM**. It is crucial in peacetime that the CG **MOBCOM** ensure the proper MCC is placed in each IMA member's MCTFS record using the following statements:



**NOTE:** Enter 1st-byte Alpha character 'A' through 'D', 2d-3d bytes are '00' through '99'.

b. To delete an individual's special mobilization assignment, including T/O data, report:

TTC 211 001 SPEC MOBASG DELETE|

110407. IRR, STANDBY, AND RETIRED RESERVE MOBILIZATION RECORD PROCEDURES (TTC 826/211)

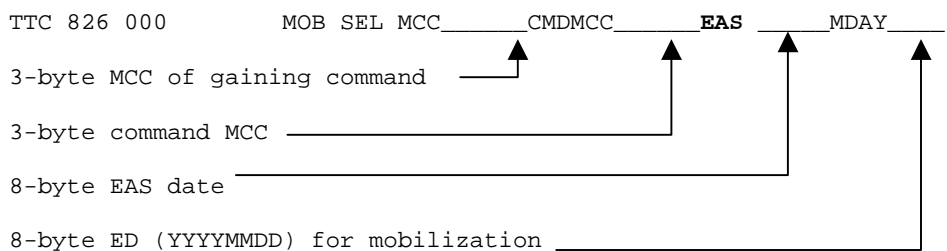
1. **Transfer of Records.** When IRR, Standby Reserve, or Retired Reserves are mobilized, either as preassigned individuals or as reservists selected through mobilization processing, their records on MCTFS will be automatically placed in a DUE IN status. Processing of their records in MCTFS begins when the gaining command effects entries into MCTFS. No UD entries by either the gaining command or the losing command are required to transfer IRR, Standby Reserve, or Retired Reserve to a mobilized status. However, once the records of mobilized Marines have been placed in a DUE IN status in MCTFS by the automated process, the gaining

command will have to report an initial join statement. **It is crucial that preassigned individual reservists have the proper Special Mobilization Assignment to which they are preassigned on their CMF record as this is the key element that causes the preassigned Marine's record to be activated.**

2. Deferment/Separation Individuals to MCTFS. Continuous screening of the IRR, Standby Reserve, and Retired Reserve ensures members are immediately available for mobilization. Should guidance be received from the CMC (MP) on approved deferment/separation criteria which affects mobilized individuals, deferment/separation UD entries will be effected into MCTFS by the CMC, gaining commands, the CG **MOBCOM**, and/or MOB stations as appropriate. Mobilized IRR, Standby Reserve, or Retired Reserve members exempted by proper authority as reported into MCTFS by UD will have their automated pay and personnel records reactivated in their previous status for subsequent management by the appropriate command. See paragraph 7404 for instructions on reporting Mobilization status.

3. Closing Out the Records. For 45 days after the mobilization ED records of mobilized Marines in MCTFS will remain active for the CG **MOBCOM** or reserve RU's to enter any pending pay-related entries for previous duty performed. Members not mobilized will continue to be administered by the appropriate command using MCTFS.

4. Mobilization of Individuals When the IRR Does Not Mobilize (**MOBCOM** ONLY). Under certain situations that could involve a mobilization, individual IRR members may be called to AD separately and without the IRR mobilizing. In these cases, the CG **MOBCOM** will run a MCTFS UD entry to transfer the member to AD duty as shown in the following action statement:

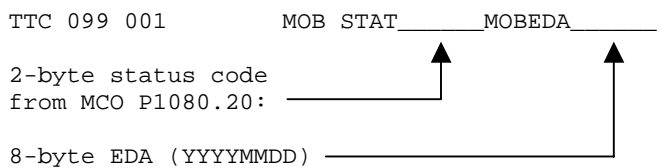


**NOTE:** This entry will generate a Reserve Record Status equal to '7' and an AD Record Status equal to 'H'. Upon the initial join to AD, the AD Record Status will change to a '0'. The new EAS date will be validated against the member's ECC. If the Reserve ECC is not past the EAS on the English statement, an advisory will be issued to the Command MCC. Additionally, TTC 826 validates against the member's Duty Limitation Flag. If the member to be mobilized has a duty limitation code from the table, the transaction will fail.

#### 110408. UD REPORTING OF MOBILIZATION STATUS (TTC 099/215/216)

1. Mobilization Status Codes are used to identify Reservists who are unable to execute mobilization orders. The Mobilization Status Codes are in Figure 11-4. Only **MOBCOM**, MISSO, MARFORRES, and Mobilization Processing Center (MPC) RUCs may report these codes. (See **MARADMIN 049-03**).

2. If an individual is granted a **delay**, the individual will not be initially joined, the transferring command will report TTC 369 003 JOIN TR ERRON (See Chapter 6) and report TTC 099 001 MOB STAT MOBEDA with the Mobilization Status Code that best describes the reason for the delay, and the appropriate date in the future that the individual is expected to carry out the mobilization orders, as follows:




# MCTFSPRIUM 23JUN04

**NOTE:** TTC 099 001 MOB STA MOBEDA will only be reported with Mobilization Status Codes of 'C0', 'DD', 'F0', 'G0', 'H0', 'II', 'K0', 'KK', 'L0', and 'M0'. If a delay/deferment is granted for 28 days, the date reported with this transaction will be the 28th day. The date will post to Mobilization Station MCC EDA.

3. If an individual is granted a **deferment**, the individual will not be initially joined, the transferring command will report TTC 369 003 JOIN TR ERRON (see Chapter 6) and CG, MARFORRES will report TTC 099 001 MOB STAT MOBEDA with the Mobilization Status Code that best describes the reason for the deferment and the appropriate date in the future that the individual is expected to carry out the mobilization orders.

4. If an individual is granted an **exemption**, there is no need to report a date. If previously transferred, the transferring command will report TTC 369 003 JOIN TR ERRON (see Chapter 6) and then report as follows:

TTC 099 000 MOB STAT \_\_\_\_|

2-byte status code   
from table \_\_\_\_\_

**NOTE:** This sequence will only be used to report Mobilization Status Codes of '00', 'AA', 'A0', 'BB', 'B0', 'CC', 'D0', 'EE', 'E0', 'FF', 'GG', 'HH', 'I0', 'J0', and 'JJ'. Use '00' (NONE) to remove Mobilization Status Codes that no longer apply or are erroneous. Reporting '00' (None) will post zeros to Mobilization Status Code and Mobilization Station MCC EDA.

5. Adjustment of MOB Reporting Information. If a reservist requests a delay from reporting to AD, either from the MOB station or SIA, an entry may be required to adjust the reporting date and/or SIA (this will **not** adjust pay-related information).


a. Use the following statement to change the MCC of the SIA, which posted to the CMF:

TTC 216 000            ADJ SIA MCC \_\_\_\_\_|

3-byte MCC  \_\_\_\_\_

b. Use the following statement to change the reporting date to the future MCC (this will **not** adjust pay-related information):

TTC 215 000            ADJ MOB FUTURE MCC REPORT DATE \_\_\_\_\_|

8-byte ED (YYYYMMDD) reporting date  \_\_\_\_\_

6. If a mobilized Member has an EAS/ECC flag (1), the member has an Active Duty Extension pending that should become effected when PUREX executes (unless an attempt to update ECC has been reported and failed). If the Member does not have an EAS/ECC flag (1), but still has an active extension pending, the extension will not effect. The extension should be cancelled and EAS/ECC updated accordingly. If a Reservist is not to be dropped from Active Duty, action must be taken to update the EAS/ECCs to keep the Pay Status open (D601 = 00000) and POE code Direct Deposit (D603 = 12011). If not, after U&E executes the Pay Status will go to 90000 and Direct Deposit to accrue all central 00001 and Member will not receive a payment.

## MOBILIZATION STATUS CODES

NOTE: All codes contain the number '0', not the letter 'O'.

CODE	DESCRIPTION
00	NONE
AA	EXEMPTION UNDER CURRENT AUTH GRANTED
A0	MINISTERS
BB	THEOLOGY OR DIVINITY SCHOOL STUDENTS
B0	CURRENTLY ENROLLED IN MEDICAL SCHOOL
CC	MOBILIZATION ORDERS RETURNED TO <b>MOBCOM</b>
C0	NEW OR ADOPTIVE PARENT
DD	PREGNANT
D0	VIP (CONGRESSIONAL MEMBERS)
EE	OVER AGE 60
E0	SOLE SURVIVING SON/DAUGHTER
FF	CONSCIENTIOUS OBJECTOR
F0	TEMPORARY HARDSHIP (PERSONAL)
GG	MEDICALLY UNFIT
G0	DEFERMENT GRANTED BY MFR
HH	REQ FOR RETIREMENT PREVIOUSLY SUBMITTED
H0	DELAY GRANTED BY MFR 1-112 DAYS
II	DELAY GRANTED AT RTC 1-14 DAYS
I0	INACTIVE STATUS LIST
JJ	DISABLED
J0	KEY EMPLOYEE
KK	IMA DELAY GRANTED BY <b>MOBCOM</b> 1-14 DAYS
K0	IRR/RET DELAY GRANTED BY <b>MOBCOM</b> 1-28 DAYS
LL	ADSW (CO) (3 YR VOL)
L0	TEMPORARY HEALTH DISORDER UP TO 12 WEEKS
M0	TEMP CONF AND/OR PEND MINOR CRIMINAL CHGS
ZA	<b>SMCR MEMBER ON ADSW-CO VOLUNTEER (KM COMPONENT CODE) - TITLE 10 SECTION 12301D - UNIT SHORTFALL</b>
ZB	<b>SMCR MEMBER ON ADSW-CO VOLUNTEER (KM COMPONENT CODE)-TITLE 10 SECTION 12301D-IA FILL</b>
ZC	<b>IRR/IMA MEMBER ON ADSW-CO VOLUNTEER(KM COMPONENT CODE)-TITLE 10 SECTION 12301D- UNIT SHORTFALL</b>
ZD	<b>IRR/IMA MEMBER ON ADSW-CO VOLUNTEER(KM COMPONENT CODE)-TITLE 10 SECTION 12301D-IA FILL</b>
ZE	<b>INVOL ACTIVATED-MARINE VOLUNTEERED-TITLE 10 SECTION 12302 ORDERS ISSUED(LESS THAN 24 MONTHS)</b>
ZF	<b>MEDICALLY UNFIT MARINE SERVING ON ADSW (CO)</b>
ZG	<b>MEDICALLY UNFIT MARINE IN 3D YEAR OF ACTIVATION</b>
ZH	<b>INVOL ACTIVATED MARINE IN LEGAL HOLD STATUS</b>
ZI	<b>MARINE SERVING ON ADSW (CO) IN LEGAL HOLD STATUS</b>
ZJ	<b>MARINE SERVING IN 3D YEAR OF ACTIVATION IN LEGAL HOLD STATUS</b>

FIGURE 11-4-REVISED MOBILIZATION STATUS CODES

SECTION 5: RESERVE PAY ENTITLEMENT

110500. INTRODUCTION

1. This Section pertains to Reserve Pay entitlement. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
803 000 COMPL IRR MUSTER	RES	N	Y

110501. MUSTER DUTY ALLOWANCE FOR INDIVIDUAL READY RESERVE (IRR) MEMBERS (TTC 803) (MOBCOM ONLY)

1. The DoD Authorization Act of FY90 changed the pay and allowances payable to the member of the IRR who is performing their annual muster duty. A flat payment rate is paid in full regardless of the member's grade, years of service, travel time and transportation. Subsistence, special costs of familial separation and absences on weekends or holidays are not considered.

2. The CG, MOBCOM, will publish the IDT dates for each FY and a copy is provided to the DFAS. DFAS will process all payments for muster duty 15 working days before the scheduled muster duty dates. The muster duty payment checks are then sent to the local Reserve unit for distribution.

3. Additional criteria or requirements regarding IRR Muster Duty can be found in the DODFMR, MCO P1001R.1, or the JFTR.

The CG MOBCOM will report as follows:

TTC 803 000 \_\_\_\_\_COMPL IRR MUSTER|  
 8-byte ED (YYYYMMDD) ↑  
 of Muster Duty\_\_\_\_\_

## MCTFSPRIUM 23JUN04

### SECTION 6: NOTICE OF ELIGIBILITY (NOE)

#### 110600. INTRODUCTION

1. Reserve Marines Not Physically Qualified (NPQ) for Release from Active Duty. The following action is required:

a. The I-I/Active Duty Staff will report a Join Drop Erroneous, TTC 390 000, which will rejoin the Marine to the AD unit. (**NOTE:** This action will process even if the Marine has been rejoined to the Reserve Unit). The AD unit will transfer the Marine by Service Record to the I-I/Active Duty Staff on the day following the date of the Join Drop Erroneous statement. The I-I/Active Duty Staff will join the Marine by Service Record on the following day and will report a COFGM EAS. (refer to Chapter 3, Section 3).

b. If a Marine's active duty component code is 'CC', 'CF', 'K1', 'K2', or 'K3', it must be changed to 'KB' on the same date the EAS COFGM is reported (refer to Chapter 10 Section 4). This transaction provides Headquarters RUC's (548XX) with the capability to approve a request for the Approval on an individual that has been found permanently disabled.